

SECTION 400: NAHAT'A (PLANNING)

401 PURPOSE

This section establishes policies for the Planning component of the Pathway to Self-Reliance, including Personal Responsibility Plan (PRP) development.

402 CASE ASSIGNMENT

Cases must be assigned and customers notified of their assigned staff within ten (10) working days of approval;

403 CUSTOMER ASSESSMENTS

The program shall provide appropriate and necessary assessments specific to the customers needs.

404 PERSONAL RESPONSIBILITY PLAN DEVELOPMENT

1. A Personal Responsibility Plan (PRP) shall be developed jointly with Customers using assessment results and must focus on the Customer's path to gaining the skills, education, training, and service necessary for employment and self reliance.
2. Appropriate work activities which support the Customer's goals shall be authorized in the PRP.
3. A PRP must be completed and implemented by no later than forty-five (45) working days after approval.

405 AUTHORIZED WORK ACTIVITIES

1. Only work participation activities which are authorized shall be counted toward the minimum work participation hours requirement.
2. Authorized Work Participation Activities are:
 - a) Work Experience
 - b) On-the-job training (OJT) leading to employment.
 - c) Job skills training directly related to employment
 - d) Job Search
 - e) Job Readiness
 - e) Community service
 - f) Vocational Education Training
 - g) Education directly related to employment, in the case of a recipient who has not completed secondary school or received a high school diploma or GED certificate.

- h) Satisfactory attendance at a secondary school or course of studies leading to a GED certificate.
- i) Participation in post-secondary education
- j) Provision of childcare services by a Customer of the NNPSR to an individual who is participating in authorized work activities.
- k) Self-employment
- l) Unsubsidized employment
- m) Subsidized private sector employment
- n) Subsidized public sector employment
- o) Participation in Assessment as part of case management services from the NPSR and other programs.
- p) Participation in Orientation Session provided by the NNPSR and other programs.
- q) Substance abuse intervention; counseling; behavioral and mental health services; domestic violence intervention and counseling; and cultural/traditional treatment.
- r) Participation and education in prevention, intervention, or treatment of physical health-related illnesses.
- s) Constructive Living and Success Skills Training
- t) Reasonable transportation time to work activity site
- u) Study/ Research Time

406 Work Participation Hours

Adults in the Benefit Group shall be required to participate in authorized work activity for a minimum of 24 hours per week, on average, during the reporting month. If an adult does not meet the minimum work requirement, the Benefit Group may be subject to penalty, unless an exception applies.

SECTION 500: AADII LIIL (DOING)

501 PURPOSE

This section establishes policies for the Doing component of the Pathway to Self-Reliance, where Customer progress is monitored to ensure reasonable and steady progress toward their established goals.

502 REVIEW OF PERSONAL RESPONSIBILITY PLAN

- a) Personal Responsibility Plans (PRP) must be reviewed with the Customer at least once every (6) months and, if necessary, on a more frequent basis to ensure steady Customer progression towards self-reliance.
- b) At each review, a new PRP shall be developed.
- c) The PRP review shall include:
 - 1. Reassessment of goals & objectives (steps), and barriers
 - 2. Monitoring Months of Assistance
 - 3. Authorization of work activities which support the educational and/or career goals
 - 4. Compliance with Timesheet requirements
 - 5. Compliance with Work Participation Requirements.

503 MONTHLY UPDATE REPORT (MUR)

- a) A completed Monthly Update Report (MUR) shall be required to process a Customer's next monthly assistance payment, unless an exception applies.
- b) Customers who fail to submit a MUR for two consecutive months shall be subject to case closure and ineligibility for one (1) month from closure date. Due Process shall be provided prior to case closure.

504 WORK PARTICIPATION TIMESHEET

- a) Customers required to meet Minimum Work Participation requirements must submit a Work Participation Timesheet for each month they receive assistance.
- b) Customers not meeting the minimum work requirement shall be subject to penalty, unless an exception applies.
- c) Only hours submitted for authorized work participation activities shall be counted.